

EVALUATION FORM  
South Oxnard Branch Library (1024)

***Population Growth - 1980 to 2020***

***FORM AA***

Regulatory Basis: p.35, 20440, Appendix 1

**Rating Panel Comments**

**+74%**

EVALUATION FORM  
South Oxnard Branch Library (1024)

***Age of Existing Library***

***FORM A***

Regulatory Basis: p.37, 20440, Appendix 1

**Rating Panel Comments**

The library was built in 1989.

**Rating Basis:**

4 = No Existing Facility

3 = 1957 or older

2 = 1958-1962

1 = 1963-1974

0 = 1975-Present

RATING:

**Date of Most Recent Structural Renovation**

**Rating Basis:**

4 = No Renovation

3 = 1957 or older

2 = 1958-1962

1 = 1963-1974

0 = 1975-Present

RATING:

4 = No existing library/renovation  
 3 = Poor Condition  
 2 = Acceptable Condition  
 1 = Good Condition  
 0 = Very Good Condition

# EVALUATION FORM

## South Oxnard Branch Library (1024)

### Condition of Existing Public Library

### FORM B

Regulatory basis: p.37, 20440, Appendix 1,  
 p.64, 20440, Appendix 3, 8(a)

RATING:

#### Rating Panel Comments

Current library was intended to be temporary - a small room located in the Community Center. Overcrowded, lack of flexibility, aisle widths narrow and non-ADA compliant, no meeting/study rooms, no restrooms, electrical and cable installation limitations.

Existing library is very small - badly designed for use as library. Not ADA compliant.

Major deficiencies of the current facility: inadequate technology infrastructure; over-crowded conditions for both staff and public; inadequate lighting for library purposes.

#### Factors Considered:

Structural

Lighting

Energy

Health & Safety

ADA

Acoustical

Flexibility

Spatial Relationships

Site Considerations

Total

R1	R2	R3	R4
2	3	4	2
3	4	4	3
4	4	4	2
4	4	4	3
4	4	3	3
4	4	4	3
4	4	4	4
4	4	4	2
3	4	4	4
32	35	35	26
3.6	3.9	3.9	2.9

4 = Outstanding  
 3 = Very Good  
 2 = Acceptable  
 1 = Limitations  
 0 = Serious Limitations

# EVALUATION FORM

## South Oxnard Branch Library (1024)

### Community Library Needs Assessment

**FORM F**

RATING:

Regulatory Basis: p.26, 20440 (d) (2) and p.61, 20440, Appendix 3

#### Rating Panel Comments

This Needs Assessment is outstanding - Excellent Community Needs Assessment - community and school surveys, individual stakeholders interviews, focus groups, community meetings involved all segments of South Oxnard population - business, local organizations, government agencies and officials, students, teachers, parents. Surveys were in English, Spanish, and Tagalog. In-depth analysis report contained numerical and percentage tabulation of results of each variable from the surveys. Over 3,300 comprehensive surveys were completed.

Community analysis is thorough. Service limitations of school libraries are depicted well. The ethnic breakdown and ESL percentages are given for each of the schools in the two school districts within the branch library's service area. The analysis also includes private schools and community colleges. To maximize services available at the new library, the community recommended utilizing the Community Center meeting room with a joint use agreement, which has been done.

Needs Assessment is very thorough - includes needs of K-12 in a credible manner.

Heavy reliance on surveys but almost half the surveys returned were from school-related respondents and it does not appear that focus groups were held for adult clientele, both of which could skew the findings toward school-related library services.

#### Rating Basis:

1. Methodology & Community Involvement.
2. Community Analysis/Community agencies & organizations, service area.  
demographics
3. Analysis of service needs/consistency with demographics.
4. Service limitations for existing facility (if applicable).
5. Space Needs Assessment.
6. Needs of K-12 Student Population, if applicable.

	R1	R2	R3	R4
1	4	4	4	2
2	4	4	4	3
3	4	4	4	3
4	4	4	4	3
5	4	4	4	3
6	4	4	4	4
Totals	24	24	24	18
	4.0	4.0	4.0	3.0

4 = Outstanding  
 3 = Very Good  
 2 = Acceptable  
 1 = Limitations  
 0 = Serious Limitations

# EVALUATION FORM

## South Oxnard Branch Library (1024)

### Library Plan of Service

### FORM G

Regulatory Basis: p.67, 20440, Appendix 4

RATING:

#### Rating Panel Comments

Plan of Service meets all needs identified in Needs Assessment. The implementation plans have a timeline, staffing levels, and full descriptions of joint venture services planned and how they meet needs identified. The Plan of Service is exceptionally well written and developed.

Service indicators need to be included with goals and objectives.

Plan of Service follows Needs Assessment results.

Expanded service hours were requested and will be provided in the new facility, and programs planned to meet the needs identified in the needs assessment.

#### Rating Basis

- 1.How Project responds to Needs of Residents.
- 2.How well mission, roles, goals, objectives, service indicators are documented.
- 3.Types of services well documented.
- 4.How project fits into jurisdiction-wide Plan of Service.

	R1	R2	R3	R4
1	4	4	4	3
2	4	4	3	3
3	4	4	4	3
4	4	4	3	3
Totals	16	16	14	12
	4.0	4.0	3.5	3.0

4 = Outstanding  
 3 = Very Good  
 2 = Acceptable  
 1 = Limitations  
 0 = Serious Limitations

# EVALUATION FORM

## South Oxnard Branch Library (1024)

### Library Building Program

**FORM H**

Regulatory Basis: p.69, 20440, Appendix 5

RATING:

#### Rating Panel Comments

Building Plan is accurate, based upon Needs Assessment and Plan of Service.

The needs assessment mentions the lack of a large meeting room and that attendance at programs would be too great to currently accommodate audiences in the public area, and the library has an agreement with the community center to utilize its large meeting room in order to maximize the amount of space on the proposed site.

#### Rating Basis:

- 1.How well Building Program implements Plan of Service.
- 2.How well Building Program documents general requirements for Library Building.
- 3.How well are the Spatial Relationships described.
- 4.How well are individual spaces sized and described.

	R1	R2	R3	R4
1	4	4	4	3
2	4	4	4	3
3	4	4	4	3
4	4	4	4	3
Totals	16	16	16	12
	4.0	4.0	4.0	3.0

4 = Outstanding  
 3 = Very Good  
 2 = Acceptable  
 1 = Limitations  
 0 = Serious Limitations

# EVALUATION FORM

## South Oxnard Branch Library (1024)

### Conceptual Plans

### FORM I

Regulatory Basis: p.27, 20440 (d) (5)

RATING:

#### Rating Panel Comments

Actual and program square footage by each area. Non-assignable space total (25%) of gross square footage.

Elevations and sections do not show programming areas.

Floor plan shows results of Building Program - good adjacencies.

Most adjacencies were met, but not all areas specified in the building program are identified on the plan (e.g., children's program area). Programmed and actual square footages for general areas are listed on the plan, but square footages specified in the building program are not identified, causing the reader to cross reference the building program before reviewing the plan.

#### Rating Basis:

- 1.How well the net-assignable square footage on plan matches BP, PoS and NA
- 2.How well the non-assignable square footage on plan matches BP, PoS and NA
- 3.How well Spatial Relationships on plan match what was called for in BP, PoS, and NA
- 4.How well the elevations, sections and specification implement the BP and PoS

	R1	R2	R3	R4
1	4	4	4	3
2	3	4	4	3
3	4	4	4	2
4	4	4	3	2
Totals	15	16	15	10
	3.8	4.0	3.8	2.5

4 = Outstanding  
 3 = Very Good  
 2 = Acceptable  
 1 = Limitations  
 0 = Serious Limitations

# EVALUATION FORM

## South Oxnard Branch Library (1024)

### ***Joint Use Cooperative Agreement***

### ***FORM J***

Regulatory Basis: p.60, 20440, Appendix 2

RATING:

#### **Rating Panel Comments**

There are two joint use agreements for this project: between the library and each of two school districts in the service area. While the joint use agreements are executed between the city and the school districts, services provided represent a much broader community base, including the Library Foundation and the Rotary Club as well as student volunteer tutors. The agreement represents a partnership between the library and school districts to provide needed services to their joint clientele.

There are two Joint Use Agreements, one with Hueneme School District for providing family literacy, homework assistance and public computing; the other with Ocean View School District to provide family literacy programming for migrant kindergarten/first grade students and their parents. These are "model" joint use agreements. Funding, staffing, program operation are equally distributed with contributions made from the library foundation and rotary. There is a clear commitment to meet the needs of the educationally disadvantaged population identified. The agreements are dependent on grant funds, since, obviously, there is no alternative space to implement these worthwhile programs. There is also a joint use MOU for use of the community meeting room, an innovative approach to maximizing the space needed for the joint use ventures, which will provide an optimal service level.

#### **Rating Basis:**

1. How well roles & responsibilities are defined.
2. How clearly are the joint library services described.
3. Appropriateness, adequacy, reasonableness of hours of service.
4. Appropriateness, adequacy, reasonableness of staffing/volunteers.
5. How well are ownership issues resolved.
6. Appropriateness, adequacy, reasonableness of sources & uses of funding
7. Appropriateness, adequacy, reasonableness of review & modification process.
8. How well the agreement demonstrates a workable, mutually beneficial long term partnership.

	R1	R2	R3	R4
1	4	4	4	4
2	4	4	4	3
3	4	4	3	4
4	4	4	4	3
5	4	4	4	2
6	4	4	4	4
7	4	4	4	4
8	4	4	4	4
Totals	32	32	31	28
Averages	4.0	4.0	3.9	3.5



4 = Outstanding  
 3 = Very Good  
 2 = Acceptable  
 1 = Limitations  
 0 = Serious Limitations

# EVALUATION FORM

## South Oxnard Branch Library (1024)

### **Joint Use: Needs of K-12 Students**

### **FORM K**

Regulatory Basis: p.67, 20440, Appendix 4

RATING:

#### **Rating Panel Comments**

K-12 needs well documented and analysis of individual school populations and their needs are thorough.

Services for those beyond K-8 need to be clarified.

Needs of K-12 which are identified in Needs Assessment are carried out in Plan of Service and Joint Use Agreement.

K-8 student needs appear to be paramount in the planning library services. The public library will be closing the gap for services that the school districts are unable to provide, such as access to libraries outside school hours and access to computers, and school district staff and student volunteers will provide staffing and homework assistance.

#### **Rating Basis:**

1. How the project responds to the needs of the K-12 students as expressed in Needs Assessment.
2. How well the mission, roles, goals and objectives are documented.
3. How well documented are the types of K-12 services.

	R1	R2	R3	R4
1	4	4	3	3
2	4	4	4	3
3	4	4	4	3
Totals	12	12	11	9
	4.0	4.0	3.7	3.0

4 = Outstanding  
 3 = Very Good  
 2 = Acceptable  
 1 = Limitations  
 0 = Serious Limitations

# EVALUATION FORM

## South Oxnard Branch Library (1024)

### Integration of Electronic Technologies

**FORM L**

Regulatory Basis: p.68, 20440, Appendix 4

RATING:

#### Rating Panel Comments

Website will be in English and Spanish, meeting needs of large Hispanic population. Web-based catalog, online ILL, 24/7 reference, computer center, internet access, distance learning services, CBT for ESL, student tutorials, etc., LAN, print management systems.

5 computers in Homework Center. Separate computer room with adequate number of PCs.

Multilingual needs of the community are addressed well.

Technology will be provided to address the literacy/ESL needs of residents, as well as Internet service needs for students and computer training needs via a large computer training center which will double as Internet access PCs during hours when there are no classes.

#### Rating Basis:

1. Appropriateness of the electronic technologies in Plan of Service, based on Needs Assessment.
2. How well the integration of electronic technologies is documented in the Plan of Service.
3. How well the integration of electronic technologies is in the Building Program.

	R1	R2	R3	R4
1	4	4	4	4
2	4	4	4	4
3	4	4	4	3
Totals	12	12	12	11
	4.0	4.0	4.0	3.7

4 = Outstanding  
 3 = Very Good  
 2 = Acceptable  
 1 = Limitations  
 0 = Serious Limitations

# EVALUATION FORM

## South Oxnard Branch Library (1024)

### Appropriateness of Site

**FORM M**

Regulatory Basis: p.39, 20440, Appendix 1

RATING:

#### Rating Panel Comments

Centrally located for library service area. There are 18 schools located within a two mile radius of site. Shared parking provides 18 spaces less than recommended for peak demand periods of both the Community Center and Library. City granted "administrative relief" to the project in order to do this.

Site is geographically centered in the service area and is located adjacent to the Community Center, which houses a senior center, child care facility, community meeting room, and the existing branch library. There are 18 schools within a 2-mile radius, and 4 are within 1/4 mile radius. Sidewalks and bicycle paths connect nearby residential areas to the site, and there are 12 bus stops within 1/4 mile of the site. The parking "statement of understanding" between the library, recreation department and city commences 7/06, but library is estimated to be completed 4/06, and parking is on a first come, first served basis - no library dedicated parking. Peak use estimates show possible parking conflicts. The understanding may be terminated by either party.

#### Rating Basis:

1. Equal Access for all residents in Service Area.
2. Accessibility via Public Transit.
3. Accessibility via Pedestrian and Bicycle.
4. Accessibility via Automobile.
5. Adequacy of Automobile Parking.
6. Adequacy of Bicycle Parking.
7. Overall Parking Rationale.
8. Shared Parking Agreement (if applicable).
9. Visibility of site and proposed library building in service area.
10. How well site fits community context and planning.
11. Site selection process and summary.

	R1	R2	R3	R4
1	4	4	4	3
2	4	4	4	4
3	4	4	4	3
4	4	4	4	3
5	4	4	4	3
6	4	4	4	4
7	4	4	4	2
8	4	4	4	1
9	4	4	4	3
10	4	4	4	3
11	4	4	4	4
Totals	44	44	44	33
	4.0	4.0	4.0	3.0

4 = Outstanding  
 3 = Very Good  
 2 = Acceptable  
 1 = Limitations  
 0 = Serious Limitations

# EVALUATION FORM

## South Oxnard Branch Library (1024)

### Site Description

**FORM N**

Regulatory Basis: p. 45, 20440, Appendix 1

RATING:

### Rating Panel Comments

While the site does not provide for future expansion, it is not called for in the library's master plan.

### Rating Basis:

1. Adequacy of size of site.
2. Drainage problems.
3. Geotechnical problems.
4. Appropriateness of site configuration (Boundary Survey)
5. Appropriateness of site/surrounding area. (Visual Record)
6. Appropriateness of site based on placement of building, parking, access roads, pathways, expansion and parking.

	R1	R2	R3	R4
1	4	4	4	2
2				
3				
4	4	4	4	3
5	4	4	4	3
6	4	4	4	3
Totals	16 4.0	16 4.0	16 4.0	11 2.8

OK  
OK

EVALUATION FORM  
South Oxnard Branch Library (1024)

***Financial Capacity***

***FORM O***

Regulatory Basis: Bond Act p. 5, Section 19998 (a) (7)

**Rating Panel Comments:**

Applicant has committed to the on-going operation of the completed library.

EVALUATION FORM  
South Oxnard Branch Library (1024)  
Ratings Summary

<b><i>BOND ACT CRITERIA</i></b>	<b><i>RATING</i></b>	
Population Growth		<b>74%</b>
Age and Condition	3.3	
Needs of residents/response of proposed project to needs	4	
Plan of service integrates appropriate technology	4	
Appropriateness of site	4	
Financial capacity (new libraries only)		<b>Yes</b>